

CLASS TITLE: LIQUOR CONTROL INVESTIGATOR

Class Code: 02276200

Pay Grade: 18A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform investigations and/or inspections of licensed places of liquor sale in order to insure compliance with state laws, rules and regulations in the area of liquor control; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific instructions are received and who evaluates the work through the review of reports, conferences and field visits.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform investigations and/or inspections of licensed places of liquor sale in order to insure compliance with state laws, rules and regulations in the area of liquor control.

To investigate liquor licensees, in response to complaints or on a routine basis, in order to assure that minors are not being served or that businesses are not open at illegal times.

To explain state laws, rules and regulations in the area of liquor control to licensees.

To perform tests on liquor being offered for sale to insure that bottles have not been tampered with or refilled.

To be present at warehouse unloadings of liquor imported into the state to insure that the proper amounts are reported.

To report liquor law violations to superiors and to local and state police.

To testify at hearings regarding violations by liquor licensees.

To prepare written reports concerning inspections and investigations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the business practices in the liquor industry, effective methods of investigation and the basic rules of legal evidence; the ability to ascertain facts by personal contact and observation and the examination of records; the ability to explain and interpret pertinent provisions of laws and regulations; the ability to enforce laws and regulations with firmness and tact; the ability to prepare clear and concise reports; the ability to establish working relationships in contacts with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in investigatory work of a routine nature which involved interviewing persons, obtaining facts and writing reports.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 26, 1975

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